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STANDARD OPERATING PROCEDURE
RECD 22-1

SOP
TRAVEL
18 September 1968

SUBJECT: Report of Field Assignments

REFERENCE: LI 22-1, paragraph 7b, dated 9 January 1968

1. PURPOSE

The purpose of this standard operating procedure (SOP) is to establish requirements, procedures, and the format for writing reports of temporary duty (TDY) and permanent change of station (PCS) field assignments.

2. POLICY

- a. A report of a field assignment will be written by all Real Estate and Construction Division personnel who have just completed a foreign TDY field trip or who are returning to the Division from a PCS assignment overseas.
- b. The contents of the report should be responsive to the objective of the assignment.

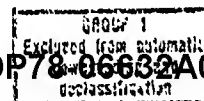
3. RESPONSIBILITIES

- a. All reports of TDY field trips are due in the Office of the Chief, RECD within 7 days after returning to Headquarters. Reports of PCS field assignment are due in the Office of the Chief, RECD within 10 days after reporting for duty.
- b. The report should be factual in nature insofar as feasible. Engineering judgments are expected concerning technical matters.
- c. After review by the Chief, RECD or Deputy Chief, RECD, the full report or appropriate extracts will be provided to area divisions or other Agency components concerned.
- d. A report of foreign field trips by Branch Chiefs and above will be submitted to the Director of Logistics through Chief, RECD within 10 days after returning to Headquarters (reference).

4. PROCEDURES

- a. Engineering judgments which may be controversial are not discouraged but should be submitted by separate attachment.

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- b. Where TDY trips cover areas of interest to more than one Agency component, the report should be separable to facilitate dissemination to only those offices of primary interest.
- c. The format for TDY reports will be as follows:
 - (1) Purpose of assignment.
 - (2) Personnel involved in activities related to the assignment.
 - (3) Actions taken.
 - (4) Actions to be taken by other parties.
 - (5) Recommendations.
 - (6) When required, reference material should be included as an attachment to the report.
- d. The format for PCS reports will be as follows:
 - (1) Duties or mission.
 - (2) General accomplishment during the PCS period (Historical Purposes).
 - (3) Techniques used in handling successful assignments; i.e., handling of indigenous employees, coordination with senior officials, solutions to unique technical problems.
 - (4) Items of particular interest to successors.
 - (5) Problem areas, lessons learned, improvements needed.
 - (6) Job qualifications and descriptions.
 - (7) Current table of organization.
 - (8) New facilities constructed.


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Chief

Real Estate and Construction Division

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2 SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Chief, RECD, OL		
2	Chief, RECD, OL		
3			
4	Executive Officer, RECD, OL		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>The purpose of the SOP 22-1 (Report of Field Assignments) was to provide us with current information from the field, which was to include objectives and accomplishments of the individuals' assignments including a discussion of new programs and activities. This type of information was to assist us in making future field assignments. The SOP 22-1 covers this in a broad sense. Therefore, I am of the opinion the SOP does not need to be amended at this time.</p>			
			
Att:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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